

Job Announcement
Rochester Hills Public Library Adult Services Librarian

Position: Adult Services Librarian I (37.5 hours per week, including evening and weekend hours)

Department: Adult & Teen Services

Salary: \$49,572-\$64,680 (placement within this range is dependent on qualifications)

Benefits: 100% employer-paid medical, dental, and vision insurance for employee (50% for eligible dependents); 100% employer-paid personal legal services for employee and eligible dependents; short-term disability pay, long-term disability insurance; pension contribution (10% of annual salary after initial 6 months); holiday, vacation, sick paid leave; one floating holiday each calendar year; employer-paid professional development workshops and conferences.

Optional benefits: telework flexibility, monthly visits from therapy dogs, deferred compensation plan, flexible medical reimbursement, dependent care reimbursement, and option to purchase life insurance.

Important Dates

Deadline for applications: 5 p.m. on Monday, May 25th

Decision anticipated: Monday, June 8th

Starting date: Monday, June 29th

Job Description:

The successful candidate will be comfortable learning new things, adaptable to change, and display patience and a commitment to excellent customer service in the primary job duties listed below.

Primary Job Duties:

- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Assist in materials selection and acquisition, collection development, and weeding
- Prepare bibliographies or information resource guides and keep them current
- Provide library programs for adults, both traditional and innovative



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- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services
- Motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform related duties as required

Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library service
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs, and automated circulation system (Polaris)
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and workflow
- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make decisions, and interpret and communicate details about policies
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility



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Requirements of the role:

Physical:

- o Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- o Standing or sitting for periods of time
- o Writing or typing to complete work-related documents

● Mental:

- o Is accurate
- o Able to maintain confidentiality of library records and administrative matters
- o Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
- o Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- o Able to retain concentration and poise despite numerous interruptions

● Environmental:

- o Normal interior environment for most librarian positions

● Travel:

- o <15% (attendance at local meetings or statewide workshops)

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.



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Please respond to the following questions and include the responses with your resume and RHPL application:

- The Rochester Hills Public Library seeks qualified staff members who reflect the community and the diversity within, how will you and your lived experience help us reach that goal?
- Developing and running programs for adults is an important part of this role. What kinds of programs would you suggest we add to enhance our adult offerings?
- Assume that you have recently attended a conference and wish to implement a new service at RHPL. How would you go about making the case and obtaining buy-in from your co-workers and supervisor?

Application: Please fill out an employment application at <http://www.rhpl.org/employment> and attach a cover letter, resume, and answers to the above questions. If you have questions about the position, please direct them to:

C Mulder, Head of Adult & Teen Services
Rochester Hills Public Library
500 Olde Towne Road
Rochester, MI 48307
c.mulder@rhpl.org

The Rochester Hills Public Library is an Equal Opportunity Employer.



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